

Attachment 5
FISCAL MANAGEMENT 2
SFY 2003-2004 Semi-Annual

Area Authority/County Programs Substance Abuse Prevention and Treatment Block Grant Compliance
Report
for Division Performance Agreement

Mid-Year Report:

Report Period: July 1, 2003 through December 31, 2003

Due Date: January 20, 2004

Year-End Report:

Report Period: January 1, 2004 through June 30, 2004

Due Date: July 20, 2004

CPM

Division of Mental Health, Developmental Disabilities, and Substance Abuse Services

North Carolina Department of Health and Human Services

Revision: August 2003

Attachment 5
FISCAL MANAGEMENT 2

SFY 2003-2004 AREA AUTHORITY/COUNTY PROGRAM SAPTBG Compliance Report Format

- Section I: Report of SAPTBG 20% Set-Aside Fund Expenditures and Hours of Services for SA Primary Prevention Programs**
- A. **SAPTBG Expenditures:** Primary Prevention Expenditures by Program Strategy
 - B. **Other Funds:** All Other Substance Abuse Primary Prevention Funds by Source
 - C. **Hours of Services:** Area Authority/County Program SA Primary Prevention Hours of Services Provided to Recipients by Age Group/Primary High Risk Factor
- Section II: SAPTBG Primary Prevention Strategies and Activities Checklist**
- Section III: SAPTBG Primary Prevention Program Staff and Written Program Plan (APSM 30-1, T10: 14 V .4200 and .6900)**
- A1. **Signature:** Signature of Designated Area Authority/County Program Director of SA Primary Prevention Services
 - A. **Staff:** SAPTBG Primary Prevention Program Staff by Name, Position Title, FTE, and Prevention Certification Status
 - B1. **Plan Summary:** Description of Written Program Plan for Consultation and Education Services
 - B2. **Plan Copy:** Copy of Written Program Plan for Consultation and Education Services
- Section IV: SAPTBG Activities for Reducing Youth Access to Tobacco Products Initiative (Synar Amendment)**
- A1. **Signature:** Signature of Designated Area Authority/County Program Liaison for Reducing Youth Access to Tobacco Products
 - A2. **Synar Activities:** SAPTBG Activities Completed by Area Authority/County Program in SFY 2003-2004 Related to Synar Amendment
- Section V: Priority Admission Preference for Pregnant Injecting Drug Users, Pregnant Women and Injecting Drug Users**
- A. **Policies:** Description of Policies and Practices Assuring Admission Preference
 - B. **Publicity Efforts:** Description of policies publicizing admission practices
- Section VI: Universal TB Screening, Testing, Referral & Case Management Services, and Health Department MOA**
- A. **TB Screening:** Description of Program Policies and Practices Assuring Universal TB Screening
 - B. **TB Services:** Description of Services for Individuals at High Risk for Contracting TB
 - C. **TB MOA:** Copy of Memorandum of Agreement between the Area Authority/County Program and the Local Health Department Pertaining to TB Services.
- Section VII: Communicable Disease Risk Services for Injecting Drug Users & Those Clients Assessed at Risk for TB or HIV**
- A. **Client Admission and Interim Services:** Description of policies and practices that assure client admission within 14 days of request for services, or if at capacity, within 120 days of request for services, and provision of interim services within 48 hours of request for services.
 - B. **HIV Services:** Description of HIV referral, pre-test counseling, testing, and post-test counseling services.
 - C. **HIV MOA:** Copy of Memorandum of Agreement between the Area Authority/County Program and the Local Health Department Pertaining to HIV Services.
- Section VIII: Signatures of Personnel Responsible for Compliance**
- A1. Area Director/CEO Signature
 - A2. Finance Officer Signature
 - A3. Adult SA Director Signature
 - A4. Child and Adolescent SA Director

Attachment 5**FISCAL MANAGEMENT 2*****SFY 2003-2004 Semi-Annual Substance Abuse Prevention and Treatment Block Grant (SAPTBG) Compliance Report*****Check (✓) One applicable 6 Month Report Period Below:**

Area Authority/County Program:

____ Mid-Year Report: July 1, 2003 through December 31, 2003- Due Date: 1/20/2004

____ Year-End Report: Jan. 1, 2004 through June 30, 2004 - Due Date: 7/20/2004

Section I: Report of SAPTBG 20% Set-Aside Fund Expenditures and Hours of Services for Substance Abuse Primary Prevention Programs**SFY 2003-2004 Memorandum of Agreement between the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services and the Area Authority/County Program:**

Each area authority/county program shall designate and expend no less than 20% (twenty percent) of the area authority/county program's total Substance Abuse Prevention and Treatment (SAPTBG) funding for the provision of substance abuse primary prevention services, and shall maintain adequate fiscal and programmatic records of such expenditures and earnings for (SAPTBG) reporting purposes in accordance with the requirements of the SAPTBG as highlighted in the Summary of Significant Federal Funding Requirements. *

A. **AREA AUTHORITY/COUNTY PROGRAM SUBSTANCE ABUSE PRIMARY PREVENTION PROGRAM SET-ASIDE REQUIRED ANNUAL MINIMUM EXPENDITURE AMOUNT ESTABLISHED BY SUBSTANCE ABUSE SERVICES STATE OFFICE FOR SFY 2003-2004**

\$

B. **SAPTBG PRIMARY PREVENTION EXPENDITURES BY PROGRAM STRATEGY:** List only SAPTBG actual auditable funding expenditures for applicable period in SFY 2002-2003 for SA Primary Prevention Programs by program strategy. Pioneer Funding System Value of Services or Earnings are not considered to be acceptable by the federal government as evidence of expenditure of SAPTBG funds. See Page 7 for definition and strategies from the SAPTBG.

B1. First Six Months Report of Expenditures to be Completed at Mid-Year for Period of July 1, 2003 – December 31, 2003:

	(1a) Information Dissemination	(2a) Education	(3a) Alternatives	(4a) Problem Identification and Referral	(5a) Community- Based Process	(6a) Environmental	(7a) Combined Total \$
Child SA	\$	\$	\$	\$	\$	\$	\$
Adult SA	\$	\$	\$	\$	\$	\$	\$
Total SA	\$	\$	\$	\$	\$	\$	\$

B2. Second Six Months Report of Expenditures to be Completed at Year-End for Period of January 1, 2004 – June 30, 2004:

	(1a) Information Dissemination	(2a) Education	(3a) Alternatives	(4a) Problem Identification and Referral	(5a) Community- Based Process	(6a) Environmental	(7a) Combined Total \$
Child SA	\$	\$	\$	\$	\$	\$	\$
Adult SA	\$	\$	\$	\$	\$	\$	\$
Total SA	\$	\$	\$	\$	\$	\$	\$

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B3. Combined First and Second Six Months Reports of Expenditures to be Completed at Year-End for Period of July 1, 2003 – June 30, 2004:

	(1a) Information Dissemination	(2a) Education	(3a) Alternatives	(4a) Problem Identification and Referral	(5a) Community- Based Process	(6a) Environmental	(7a) Combined Total \$
Child SA	\$	\$	\$	\$	\$	\$	\$
Adult SA	\$	\$	\$	\$	\$	\$	\$
Total SA	\$	\$	\$	\$	\$	\$	\$

B4. [FOR REPORT DUE IN JULY ONLY]If applicable, please explain any discrepancy in actual expenditure amounts between:

A. Area Authority/County Program Substance Abuse Primary Prevention Program Set-Aside Required Annual Expenditure Amount Established by the Substance Abuse Services State Office and

B3. Combined First and Second Six Months Reports of Expenditures to be Completed at Year-End for Period of July 1, 2003 – June 30, 2004.

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A. ALL OTHER SA PP ANNUAL (12 MO.) GRANT FUNDING BY SOURCE: List all other Area Authority/County Program funds in SFY 2003-2004 for SA PP by source.

(1b) DHHS/Governor's Substance Abuse And Violence Primary Prevention Project Grant(s)	(2b) DPI/LEA Grant(s) From Safe and Drug-Free Schools and Communities Act	(3b) Community-Based Alternatives (CBA) or Other OJJ Grant(s) for SA Primary Prevention Programs	(4b) Center for Substance Abuse Prevention State Incentive Grant (SIG) or Other AREA AUTHORITY/COUN TY PROGRAMS Grant	(5b) Other Federal, State, Local, Private or Foundation Funds (Describe):	(6b) Other (Describe):	(7b) Combined Total \$
\$	\$	\$	\$	\$	\$	\$

A. SA PRIMARY PREVENTION HOURS OF SERVICES PROVIDED TO RECIPIENTS BY AGE GROUP/PRIMARY HIGH RISK FACTOR:

Comprehensive primary prevention programs should give priority to target population sub-groups that are at risk of developing a pattern of substance abuse. Programs should include activities and services provided in a variety of settings, that address specific risk factors, and that may be broken down by age, race/ethnicity, gender, and other characteristics of the population being served. (Summary of Significant Federal Funding Requirements, SAMSHA, 45 CFR Part 96, March 31, 1993).

B1. First Six Months Report of Hours to be Completed at Mid-Year for Period of July 1, 2003 – December 31, 2003:

List total number of hours from actual Pioneer Funding System standardized units documented in non-treatment services provided by area authority/county program staff through Substance Abuse Primary Prevention Programs to individual and group recipients for applicable period in SFY 2002-2003 by Recipient Age and ONE Primary High Risk Factor.

RECI- PIENT PRI- MARY HIGH RISK FACTOR	(0c) R000 General Group with No Identifi ed Risk Factor	(1c) R001 School Drop- Out (<18)	(2c) R002 Repeat- ed Failure in School (<18)	(3c) R003 Pregna nt: Teen or Woman	(4c) R004 Econom ically Disad- van- taged	(5c) R005 Child of a Drug or Alcohol Abuser (<18)	(6c) R006 Victim of Physi- cal, Sexual, or Psycho- logical Abuse (<18)	(7c) R007 Has Comm- ted a Violent Or Delin- quent Act (<18)	(8c) R008 Has Had Past Mental Health Prob- lems	(9c) R009 Has Attem- pted Suicide in the Past	(10c) R010 Has Had Long- term Physical Pain Due to Injury	(11c) R011 Is a Juvenil e within a Deten- tion Facility within the State (<18)	(12c) R012 Other (Des- cribe):	(13c) R013 Is Physi- cally Dis- abled	(14c) R014 <u>Legally</u> Uses Alcohol or Pres- cribed Drugs without Evi- dence of Abuse	(15c) R015 Is a Home- less and/or Run- away Youth (<18)	(16c) Com- bined Total Hours of Ser- vices
Child SA																	
Adult SA																	
Total SA																	

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B2. Second Six Months Report of Hours to be completed at Year-End for Period of January 1, 2004 – June 30, 2004:List total number of hours from actual Pioneer Funding System standardized units documented in non-treatment services provided by area authority/county program staff through Substance Abuse Primary Prevention Programs to individual and group recipients for applicable period in SFY 2003-2004 by Recipient Age and ONE Primary High Risk Factor.

RECI- PIENT PRI- MARY HIGH RISK FACTOR	(0c) R000 General Group with No Identified Risk Factor	(1c) R001 School Drop- Out (<18)	(2c) R002 Repeat- ed Failure in School (<18)	(3c) R003 Preg- nant: Teen or Woman	(4c) R004 Econom- ically Disad- van- taged	(5c) R005 Child of a Drug or Alcohol Abuser (<18)	(6c) R006 Victim of Physi- cal, Sexual, or Psycho- logical Abuse (<18)	(7c) R007 Has Commit- ted a Violent Or Delin- quent Act (<18)	(8c) R008 Has Had Past Mental Health Prob- lems	(9c) R009 Has At- tempted Suicide in the Past	(10c) R010 Has Had Long- term Physical Pain Due to Injury	(11c) R011 Is a Juvenil e within a Deten- tion Facility within the State (<18)	(12c) R012 Other (Des- cribe):	(13c) R013 Is Physi- cally Dis- abled	(14c) R014 <u>Legally</u> Uses Alcohol or Pre- scribed Drugs without Evi- dence of Abuse	(15c) R015 Is a Home- less and/or Run- away Youth (<18)	(16c) Com- bined Total Hours of Ser- vices
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Section II: Area Authority/County Program SAPTBG Primary Prevention Strategies and Activities Checklist**SA PRIMARY PREVENTION PROGRAM DEFINITION AND STRATEGIES FOR PURPOSES OF SA PREVENTION AND TREATMENT BLOCK GRANT**

Substance Abuse Primary Prevention Programs are those directed at individuals who do not require treatment for substance abuse. Such programs are aimed at educating and counseling individuals on such abuse and providing for designated non-treatment activities to reduce the risk of such abuse. Early intervention activities which were previously counted as part of the Block Grant's 20% Prevention Set-Aside may not be counted towards the required 20% Primary Prevention Program Set-Aside in the new Block Grant regulations, nor may primary prevention services include any activity designed to determine if a person is in need of treatment. Check (✓) all activities and methods supported for applicable six month period through SFY 2003-2004 actual SAPTBG expenditures.

- (1) **Information Dissemination:** This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and drug use, abuse and addiction and their effects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. Examples include:

☐ Clearinghouse/information resource center(s); ☐ Resource directories;
☐ Media campaigns; ☐ Brochures;
☐ Radio/TV public service announcements; ☐ Speaking engagements;
☐ Health fairs/other health promotion, e.g., conferences, meetings, seminars;
☐ Information lines/Hot lines; and ☐ Other (Specify): _____

- (2) **Education:** This strategy involves two-way communication and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g. of media messages) and systematic judgment abilities. Examples include:

☐ Ongoing classroom and/or small group sessions (all ages);
☐ Parenting and family management classes; ☐ Mentors;
☐ Peer leader/helper programs;
☐ Education programs for youth groups;
☐ Children of substance abusers groups;
☐ Preschool ATOD prevention programs; and
☐ Other (Specify): _____

- (3) **Alternatives:** This strategy provides for the participation of the target populations in activities that exclude alcohol, tobacco, and other drug use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by alcohol, tobacco and other drugs and would, therefore, minimize or obviate resort to the latter. Examples include:

☐ Drug free dances and parties; ☐ Outward Bound;
☐ Youth/adult leadership activities; ☐ Recreation activities;
☐ Community drop-in centers;
☐ Community service activities; and ☐ Other (Specify): _____

- (4) **Problem Identification and Referral:** This strategy aims at identification of those youth who have indulged in illegal/age-inArea Authority/County Programs appropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior

can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment. Examples include:

☐ **Marketing Only** of Employee Assistance Programs; (**Division of MH/DD/SAS policy prohibits the earning of federal or state funds through the Pioneer Funding System to support EA Programs**)

☐ Student assistance programs; ☐ Other (Specify): _____

NA ☐ ~~Driving while under the influence/while intoxicated education programs;~~
(Division of MH/DD/SAS policy prohibits the earning of federal or state funds through the Pioneer Funding System to support DWI Assessments or ADETS Programs)

- (5) **Community-Based Process:** This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for alcohol, tobacco and other drug abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, inter-agency collaboration, coalition building and networking. Examples include:

☐ Community and volunteer training, e.g., neighborhood action training,
 Impacted training (key people in the system), staff/officials training;
☐ Systematic planning; ☐ Community team-building;
☐ Multi-agency coordination and collaboration/coalition;
☐ Accessing services and funding; and ☐ Other (Specify): _____

- (6) **Environmental:** This strategy establishes or changes written and unwritten community standards, codes and attitudes, thereby influencing incidence and prevalence of alcohol, tobacco and other drugs used in the general population. This strategy is divided into two subcategories to permit distinction between activities which center on legal and regulatory initiatives and those that relate to service and action-oriented initiatives. Examples include:

☐ Promoting establishment/review of alcohol/tobacco/other drug policies in schools;
☐ Guidance and technical assistance to communities to monitor and maximize local enforcement procedures governing availability and distribution of alcohol, tobacco and other drug use;
☐ Modifying alcohol and tobacco advertising practices;
☐ Product pricing strategies; and ☐ Other (Specify): _____

SFY 2003-2004 Semi-Annual Substance Abuse Prevention and Treatment Block Grant (SAPTBG) Compliance Report

Year-End Report: Jan. 1, 2004 through June 30, 2004 - Due Date: 7/20/2004

Revised as of July 2002

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Section IV: SAPTBG Activities for Reducing Youth Access to Tobacco Products Initiative (Synar Amendment)**A1.**

Signature and Name (Printed) of Designated Liaison for Reducing Youth Access to Tobacco Products _____

Phone No. _____

A2. SFY 03-04 Performance Agreement Measure: Demonstrate area authority/county program leadership to insure local community implementation of Synar Amendment provisions towards Reducing Youth Access to Tobacco Products and provide a minimum of 8 hours per month of Substance Abuse C, E, and PP Services specifically directed towards Youth Access **Community Collaboration, Merchant Education, and Law Enforcement-Related** activities. Maintain appropriate event documentation through a standardized reporting format for program audit purposes, including event date, time, provider(s), target audience, methods, and results.

SAPTBG SYNAR AMENDMENT ACTIVITIES COMPLETED BY SFY 03-04 (The Area Authority/County Programs are encouraged to attach a narrative of additional information regarding specific activities).	Jul 2003	Aug 2003	Sep 2003	Oct 2003	Nov 2003	Dec 2003	6 Mo. Sub- Tot.	Jan 200 4	Feb 2004	Mar 200 4	Area Author ity/Co unty Progra ms 2004	May 2004	Jun 2004	6 Mo · Su b- Tot ·	12 Mo · Tot ·
1. COMMUNITY COLLABORATION															
a. Identification of Community Partners: Identified and determined the level of interest and involvement of community partners who share the goal of reducing youth access to tobacco products.															
b. Community Leadership: Took the lead in pulling together community partners to develop strategies to reduce access in the area your program served.															
c. Group Participation: Participated with an existing group that is collaborating on the issue of reducing youth access to tobacco products in the area served.															
d. Community Education: Provided information on youth access (i.e. laws, penalties) to youth organizations and community groups to educate and actively involve them in efforts to reduce youth access to tobacco products.															
2. MERCHANT EDUCATION															

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a. Identification of Tobacco Retail Outlets: Determined the no. and location of all tobacco retail outlets including over-the-counter & vending machines in the area served.															
b. Merchant Education: Contacted tobacco retail outlets in your area to ensure that they have received specific information on their responsibilities and on the penalties for violation of state and federal youth access laws.															
c. Merchant Education: Collaborated with community/youth groups to visit tobacco retail outlets in your area to provide information and materials (i.e. brochures, signs) on state youth access law.															
3. LAW ENFORCEMENT-RELATED															
a. Promote Local Law Enforcement: Contacted officers from your local police or sheriffs' departments to promote increased enforcement of youth access laws.															
b. Promote Model for Success: Encouraged local law enforcement to implement the Model for Success Program incorporating merchant education and enforcement of the state youth access law.															
c. Assistance in Implementation of Model for Success: Assisted local law enforcement/ALE officers in the implementation of the Model for Success Program by participating in any of the following tasks: (Note: Block Grant Funds may not be used for actual enforcement activities.)															
• Development of a comprehensive list of all retail tobacco outlets															
• Recruitment and age testing of youth for an enforcement operation															
• Serving as an adult observer or monitor during an															

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SAPTBG SYNAR AMENDMENT ACTIVITIES COMPLETED BY SFY 03-04 (The Area Authority/County Programs are encouraged to attach a narrative of additional information regarding specific activities).	Jul 2003	Aug 2003	Sep 2003	Oct 2003	Nov 2003	Dec 2003	6 Mo. Sub- Tot.	Jan 200 4	Feb 2004	Mar 200 4	Area Author ity/Co unty Progra ms 2004	May 2004	Jun 2004	6 Mo . Su b- Tot .	12 Mo . Tot .
enforcement operation															
• Provision of incentives for clerks who don't sell tobacco products to minors during enforcement operations															
• Provision of refreshments and/or incentives to youth volunteers															
• Assist in coordination of a merchant education workshop with local retailers															
4. MEDIA/PUBLIC RELATIONS															
a. Collaborated with community partners to include news stories, letters to the editor, etc. to heighten awareness of youth access to tobacco products.															
b. Collaborated with community/youth organizations to conduct a Merchant Pledge Campaign and publicized results to recognize merchants and clerks who have pledged not to sell tobacco products to minors.															
TOTAL															

A3. [FOR REPORTS DUE IN JANUARY AND JULY]

Please explain any discrepancy between Performance Agreement measure of an average minimum of 8 hours per month (48 hours per six month reporting period) on Synar related activities and actual hours reported above.

Section V: Priority Admission Preference for Pregnant Injecting Drug Users, Pregnant Women and Injecting Drug Users

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- A. Describe your adult and child program policies and practices assuring priority admission preference for all substance abuse individuals who meet federally defined special population criteria, including **pregnant injecting drug users, pregnant women, and injecting drug users**. (Attach copies of additional relevant supporting documents.)

- B. Document evidence of satisfactory efforts to advertise and publicize priority admission policies in the current fiscal year assuring admission to these clients. (Attach copies of additional relevant supporting documents.)

Section VI: Universal TB Screening, Testing, Referral & Case Management Services, & Health Department MOA

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- A. Describe your adult and child program policies and practices assuring universal TB screening for all substance abuse clients. Indicate the specific type of services and documentation location in each client's record for program audit purposes. (Attach copies of additional relevant supporting documents.)

- B. Describe appropriate TB Testing, Referral and Case Management Services for individuals identified as high-risk individuals for TB. (Attach copies of additional relevant supporting documents.)

- C. Does your Area Authority/County Program have a Memorandum of Agreement with the local health department pertaining to TB Services?

☐ Yes

☐ No

[FOR REPORT DUE IN JANUARY ONLY] If "Yes", please attach the most recent fiscal year MOA. If "No", please describe your plans to address this requirement.

Section VII: Communicable Disease Risk Services for Injecting Drug Users & Those Clients Assessed At Risk for TB or HIV

(To be completed only by those 11 programs receiving specialized funding for Communicable Disease Risk/Narcotic Addiction and/or HIV Early Intervention Services as follows: 1) Blue Ridge, 2) Mecklenburg (McLeod), 3) Piedmont, 4) Crossroads, 5) CenterPoint (Step One), 6) Guilford (ADS), 7) Durham, 8) Wake (Southlight), 9) Neuse, 10)

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Pitt, and 11) Southeastern Area (Coastal Horizons).

- A. Describe your program policies and practices that assure client admission within 14 days of request for services, or if at capacity, within 120 days of request for services, and provision of interim services within 48 hours of request for services. (Attach copies of additional relevant supporting documents.)

- B. Describe HIV referral, pre-test counseling, testing, and post-test counseling services. (Attach copies of additional relevant supporting documents.)

- C. Does your area authority/county program have a Memorandum of Agreement with the local health department pertaining to HIV Services?

☐ No

☐ Yes

[FOR REPORT DUE IN JANUARY ONLY] If “Yes”, please attach the most recent fiscal year MOA. If “No”, please describe your plans to address this requirement.

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Section VIII: Signatures of Personnel Responsible for SAPTBG Compliance

The undersigned persons hereby attest to the accuracy and completeness of the information provided in this report:

A1. Area Director/CEO Signature:_____ Date:_____ **A2.** Finance Officer Signature:_____ Date:_____

A3. Adult SA Director Signature:_____ Date:_____ **A4.** Child and Adolescent SA Director:_____ Date:_____

All signatures are **REQUIRED** for form to be considered complete for Performance Agreement. Please sign legibly.

We would appreciate your report submissions with original signatures either via a hard copy or through electronic submission with appropriate signatures by January 20, 2004 and July 20, 2004. Items sent by Federal Express or UPS must be addressed to 325 North Salisbury Street, Suite 688, Albemarle Building, Raleigh, NC 27603, telephone (919) 733-0696.

For any Area Authority/County Program that is interested, a WORD format version of this report can be sent to you electronically as an E-Mail attachment, or the report can be mailed to you on a disk.

If you have any questions about the report content, format, or requirements, please do not hesitate to have your staff contact the designated contact.

Thank you in advance for your assistance in completing this request.